

Who we are looking for

We are looking for a personable and enthusiastic Assistant Registrar, willing to support and enable the work of others through effective administration. They will be a team player, with a focus which will include student administration, data keeping, and university liaison.

What we offer

We offer:

- a college community where each staff member is known and valued
- a vibrant community of learning, with an eclectic and interesting mix of people coming for study, short courses, conferences and B&B
- a staff team committed to working together, valuing each other's different experience, perspective and expertise
- a unique setting within Salisbury Cathedral Close, with easy access to the city centre
- a salary commensurate with the sector, with non-contributory pension provision and 27 days leave plus bank holidays
- free college lunches on work days

Sarum College

The College's location in Salisbury Cathedral Close means that Sarum's community of learning is infused by a strong sense of history, and it is an attractive place to work.

The learning pattern for our courses combines online and in-person residential periods. The learning offer includes: ministerial formation for lay and ordained ministries; MA and PhD study for continuing development; spiritual direction courses; and a lively and varied short course programme. We also host visitors, national and international, staying for conferences or simply for B&B. An eclectic and interesting mix of people gather in the building including around meals, often sharing ideas and making new connections.

See <https://www.sarum.ac.uk/> for more information.

Assistant Registrar

The Assistant Registrar will work closely with the Registrar and Academic Dean in supporting the administration and data keeping for our teaching validated by Common Awards, part of Durham University. This involves assisting with the collation and submission of student data to Durham University at stages throughout the year. They will also act as Registrar for this final year of students completing an MA in Christian Spirituality validated by Winchester University (subsequent years are validated through Common Awards).

The Assistant Registrar will take responsibility for the application process, enrolment and administration of our postgraduate programmes in Christian Spirituality (currently around 35 students) and Theology Ministry and Mission (currently 12 students), our learning in Spiritual Direction (currently four streams of around 20 students each), and the start of a PhD offer.

Our staff team works closely together, and we are looking for a colleague who will support the staff and students in organisation and administration and join in our desire to see the life of the College flourish. Key relationships are with the Registrar and Principal's PA, the Educational Administrator, the Academic Dean and the relevant Programme Leaders.

They will bring an eye for detail, particularly in student data, arrangements for courses and associated records. They will communicate with enquirers for courses and current students with a high sense of being a representative of the College. The post is envisaged as 0.7 but we are willing to discuss full time. The post requires working based in College.

Application and Interview

An informal conversation with the Academic Dean about the post can be arranged by contacting Jacquie Gallon jgallon@sarum.ac.uk

Please send your completed application form to Jacquie Gallon jgallon@sarum.ac.uk by the closing date of **12noon Wednesday 7th October 2026**. Please note: only those applicants who send a completed Sarum College Application Form will be considered.

Interviews will be held on **Thursday 15th October 2026** in College.

Shortlisted candidates will be contacted by Friday 9 October before the interviews. If you don't hear from us by then, then we are sorry to say that, though we have welcomed your application, you have not been shortlisted on this occasion.

Job Description

Job Title	Assistant Registrar
Line Manager	Registrar and Principal's PA
Salary	At Sarum scale B3 (£29505 full time equivalent) plus a contribution of 8.5% of salary to the Sarum College nominated pension scheme, currently the Church of England Church Workers Pension Fund (Pension Builder Classic), and lunch in the Refectory on working days in College
Hours	The post is envisaged as 0.7 of full time but we are open to negotiate to full time, based on 37.5 hours per week, and normal hours will be by agreement on appointment. There is a requirement for the post holder to work in College. Time off in lieu may be taken for working beyond normal working hours and there are some occasions when it will be necessary to work outside normal working hours (during the evenings and on a Saturday) as the needs of the College reasonably requires.
Holiday	The annual leave entitlement is pro-rata the full time allowance of 27 days plus statutory holidays, including the days when the College is closed between Christmas day and the New Year.
Duration	The post is a permanent contract. A start date as soon as possible is looked for.

Please note:

Only candidates eligible to live and work in the UK should apply for the post and shortlisted candidates will be asked to provide proof of eligibility to work in the UK at the selection process.

Any offer of employment will be subject to receipt of satisfactory references, medical questionnaire, Confidential Declaration relating to safeguarding, and a satisfactory Basic DBS check.

Appointment to the post is subject to a 3-month probationary period which may be extended.

Job Description

1. Assistant Registrar

- a. To assist the Registrar and Academic Dean to ensure that all Sarum College Common Awards modules, programmes and student learning pathways are managed effectively, including the processing of data and documentation for the University of Durham Common Awards. This will include delegated areas of responsibility, eg overseeing concessions.
- b. For the remaining students completing the MA Christian Spirituality under validation by Winchester University, to ensure that all modules, programmes and student

learning pathways are managed effectively, including the processing of data and documentation for the University of Winchester (anticipated to finish in November 2027).

- c. To attend the relevant College based exam boards held in the autumn.

2. Admissions and Administration for learning programmes

- a. To look after the admission and administration for students on the following programmes:
 - i. Postgraduate Programmes in Christian Spirituality
 - ii. Postgraduate Programmes for Independent Students in Theology Ministry and Mission
 - iii. Spiritual Direction Programmes
 - iv. PhD Programme (in development)
- b. To ensure enquiries from prospective and registered course participants is met with a prompt, courteous and informed response. To oversee the admissions process and ensure students have the information required ahead of the course.
- c. Where necessary, liaise with the relevant Programme Leaders in the administration of tutor contracts, online material, and copyright clearance for handouts.
- d. Liaise with Hospitality to ensure that each course is administered effectively in relation to room allocation, residential stays, dietary requirements for participants, and other tasks as required.
- e. Liaise with the Finance Office as to participant lists, student fees due, and tutor expenditure.

3. Additional

- a. To assist in arranging the annual Sarum College Awards Ceremony in March in conjunction with the Registrar.
- b. To serve as secretary to at least one College Academic meeting, typically the Board of Studies.
- c. To contribute to the publicity of the programmes offered.
- d. To carry out such other duties as Sarum College and the line manager may from time to time reasonably require.

Person Specification

Essential

1. Polite, patient, friendly and enthusiastic with a flexible and positive approach to work planning and student support
2. Is positive and enthusiastic about theological learning, and sympathetic to the Christian ethos of the College.
3. Highly organised and proficient in completing tasks within a given timeframe

4. Strong interpersonal, oral and written communication skills
5. Demonstrably strong IT skills including Word, Excel and Teams, and the willingness to master new IT skills for College data, website content and online learning materials
6. Ability to collaborate effectively with other College staff and with the staff at our validating Universities
7. Proficient in keeping accurate records using IT and in numeracy
8. Able to be present in College for mornings 5 days a week and annually on a Saturday at the Awards Ceremony
9. This post is subject to a basic DBS clearance

Desirable

1. Experience working in educational administration
2. Some experience of online delivery of learning, ideally through Moodle and Zoom, though training will be given on these
3. To be willing to contribute to the wider life of the College

September 2026